

April 5, 2023

Dr. Edgardo E. Tulin
President
Visayas State University
Baybay City, Leyte

Thru: **Ms. Honey Sofia V. Colis**
Director, Human Resource Management

Dear Sir,

I am applying in your good office as Reproduction Machine Operator II. I am presently working at the Office of the BOR and University Secretary.

I am a diligent person who works hard and pays attention to detail. I can handle responsibility and build positive relationships with my co-workers. I am confident that my experiences and skills can be a great contribution in attaining the goals and objectives of this high profile and reputable institution.

I would be delighted to be interviewed at your most convenient time. Thank you for taking time to consider my application.

Sincerely yours,


ANTONIETA D. ISRAEL
Applicant